

**Regular Meeting of the Finance Committee
Held in the Conference Room at City Hall
Thursday, August 4, 2016**

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 15-56.

ROLL CALL

The meeting convened at 8:02 a.m. with Chairman Grant presiding; Councilors Henderson and Denny present and Councilor Perry being absent.

Staff present: Monica Garcia, Lou Mallion, Belinda Franco and Scott Stark.

Guests present: Larry Connolly and Dennis Kintigh

APPROVAL OF AGENDA and MINUTES

Councilor Henderson moved to approve the August 4, 2016 Finance Committee Meeting agenda, the minutes from July 7, 2016 Finance Committee meeting and minutes from the July 25, 2016 Special Finance Committee meeting. Councilor Denny was the second. A voice vote was unanimous and the motion passed with Councilor Perry being absent.

NON-ACTION ITEMS

Informational Reports: Ms. Garcia and committee members discussed the informational reports. Councilor Grant requested the following reports be explained at next month's meeting:

- Sanitation Revenue Report
- Convention Center Fund

FOR THE RECORD: Councilor Perry joined the meeting at 8:19 a.m.

Municipal Court: The Finance Committee had questions in the budget process concerning Municipal Court's revenue. Judge Lou Mallion and Belinda Franco were present to answer questions and discussed the following:

- Past due fines
- Collection Agencies
- Community service
- Warrants
- Jail time/ankle bracelet

ACTION ITEMS

Resolution 16-59 – Financial Policy – Cash Handling. Ms. Garcia discussed Resolution 16-59. All departments that collect revenue for the City use their own developed policies and procedures. The Cash Handling Policy is a document that will be used by all city departments with regards to receipting, custody and deposit of revenues. Councilor Perry moved to approve and send to full City Council Resolution 16-59 – Financial Policy – Cash Handling by making one change to Section 2.3: strike second word "register" and add "accounting system". Councilor Henderson was the second. A voice vote was unanimous and the motion passed.

Resolution 16-60 – Financial policy – Financial Management. Ms. Garcia gave a presentation on Resolution 16-60 stating that the policy is a document that will be used by all city departments regarding the following:

- Operating Budgets
- Capital Improvements
- Debt Management
- Financial Reporting
- Cash and Investments

There was no motion and no second for Resolution 16-60 – Financial Policy – Financial Management therefore no action was taken on Resolution 16-60.

Resolution 16-56 – Authorize the City Manager to apply for, accept and execute grant agreement(s) with the State of New Mexico Aviation Division. Mr. Stark presented Resolution 16-56. The State of New Mexico requires the governing body to designate the City Manager to apply for, accept and execute grant agreement(s) and other documents requiring a signature for submittal to the State Aviation Division on behalf of the City of Roswell. The State Aviation Division supports approved projects for airport development through grant agreements. Councilor Henderson moved to approve and send to full City Council Resolution 16-56 – Authorize the City Manager to apply for, accept and execute grant agreement(s) with the State of New Mexico Aviation Division. Councilor Perry was the second. A voice vote was unanimous and the motion passed.

Request to enter into an agreement with Strategic Government Resources (SGR) referencing an Interim City Manager. Ms. Garcia discussed the request stating that Interim City Manager, Jonathan Phillips has resigned as of September 5, 2016. The agreement would allow for SGR to begin the process of finding a contract replacement as Interim City Manager until the position is permanently filled. SGR and the City will work together to determine a final candidate for consideration. Councilor Henderson moved to approve and send to full City Council the request to enter into an agreement with Strategic Government Resources (SGR) referencing an Interim City Manager. Councilor Perry was the second. A voice vote was unanimous and the motion passed.

RIAC Lease Agreement – General Airframe Support, Inc. Mr. Stark discussed General Airframe Support, Inc. RIAC lease agreement. The area of land is leased for the purpose of building a hangar. The area of land is 43,560 square feet and the rent amount is \$250 monthly; \$3,000 annually. The term is from August 1, 2016 through July 31, 2017. Councilor Perry moved to approve and send to full City Council the RIAC lease agreement – General Airframe Support, Inc. subject to indemnification. Councilor Denny was the second. A voice vote was unanimous and the motion passed.

PUBLIC PARTICIPATION

None

ADJOURN

The meeting adjourned at 9:30 a.m.